



**Condition Inspection Form Data Elements:** The following data elements are shown on the sample condition inspection form:

<b>Data Element</b>	<b>Description</b>
1. Inspection No:	A sequential number identifying the inspection that can be used for tracking and reference. Bar code may be used to speed data entry.
2. Due Date:	Date inspection is due in the case of inspections that are scheduled as part of the maintenance management system.
3. Facility/Equipment No.:	The facility or equipment number.
4. Last Insp:	The date of the last regular inspection of the item to be inspected.
5. Location:	The location of the item being inspected.
6. Nomenclature:	The name and short description of the item being inspected.
7. Inventory No:	The identifying number for the facility or facility-related equipment item being inspected. This is the identifying number as contained in the facilities maintenance management inventory system. Bar code may be used to speed data entry.
8. Guide No:	The identifier for the checklist and inspection guide used.
9. Inspector:	Name and signature of the person performing the inspection.
10. Date:	Date of the inspection.
11. Condition Code:	A short code for the overall condition assessment of the item being inspected.
12. Cost Est:	A summary scope estimate of the cost to correct all maintenance actions discovered in the inspection. This is the composite of the data element 16 entries.
13. Item No:	A number used to identify each finding in the report.
14. Findings:	A narrative summary of maintenance actions discovered, including recommended corrective actions and other descriptive data. The

information provided here should be sufficient for development of a scope estimate.

15. Cond: The condition code assigned to this finding, if applicable. Data element 11 is a summary of the individual item codes.
16. Cost: This is a scope estimate of the cost to correct the finding.
17. Supplement: This area may incorporate by reference data such as photographs, predictive test results, video images, and other tests. It should cite the type, source, and location of the data. An interpretation of the data should be summarized in the Findings block.
18. Action: Summary statement of actions taken with regard to the inspection results. More than one entry is possible and may take the form of a combination of actions such as trouble calls, repair work orders, and inclusion in the backlog of deferred facilities maintenance. Action entries are keyed to findings by the item number.
19. Reviewed By: The maintenance management official reviewing and approving the inspection report, including actions.
20. Date: The date the inspection report is approved.